

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Linn-Benton Housing Authority

PHA Number: OR019

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

To provide assistance and increase housing opportunities for lower income households who reside in Linn and Benton Counties.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers: **100 per year when available.**
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities: **Apply for at least one grant/partnering opportunity per year.**
 - ☒ Acquire or build units or developments: **Average 20 new units per year.**
 - ☒ Other (list below)
100% Utilization of current Section 8 programs.
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)

- ☒ Improve voucher management: (SEMAP score) **Maintain High Performer Status**
 - ☒ Increase customer satisfaction: **Increase number of participating owners.**
 - ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☐ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
-
- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords: **At least one landlord training per year.**
 - ☐ Increase voucher payment standards
 - ☒ Implement voucher homeownership program: **First homeowner within three years.**
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment
Objectives:
 - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☐ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:
 - ☐ Provide or attract supportive services to improve assistance recipients' employability:
 - ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - ☒ Other: (list below)
Full FSS program participation.
Ten FSS graduates annually.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Public Housing Agency annual and five year plans are new requirements arising from the Quality Housing and Work Responsibility Act of 1998. The U.S. Department of Housing and Urban Development (HUD) has not yet issued a final rule implementing this requirement.

The Linn-Benton Housing Authority is among the first group of Public Housing Agencies that must comply with this new requirement. This agency plan is a draft document that explains the local area's need for affordable housing and how the Housing Authority plans to meet that need. The plan also contains information of a technical nature that is necessary to meet the interim HUD requirements.

Thank you for taking time to review this information. The Linn-Benton Housing Authority will accept public comment on the plan through August 17, 1999. A public hearing will be held at 6:00 p.m. on that date at the Housing Authority's office, 1250 Queen Avenue, SE, Albany, Oregon. The final plan will be adopted at the regular meeting of the Board of Commissioners on September 21, 1999.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

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Annual Plan

- i. Executive Summary
- ii. Table of Contents
 - 1. Housing Needs
 - 2. Financial Resources
 - 3. Policies on Eligibility, Selection and Admissions
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 - 5. Operations and Management Policies
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 - 7. Capital Improvement Needs
 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
 - 13. Crime and Safety
 - 14. Pets (Inactive for January 1 PHAs)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
 - 16. Audit
 - 17. Asset Management
 - 18. Other Information

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☐ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)

Section 8 Administrative Plan

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	10,438	\$294	2,719				
Income >30% but <=50% of AMI	6,959	\$490	6,241				
Income >50% but <80% of AMI	10,438	\$784	15,163				
Elderly	17,721						
Families with Disabilities	18,259						
Race/Ethnicity Hispanic	5,641						

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year: **1999**
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☒ Other housing market study
Indicate year: **1999 Cascades West Council of Governments**
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List
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Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1315		
Extremely low income <=30% AMI	382	29%	
Very low income (>30% but <=50% AMI)	933	71%	
Low income (>50% but <80% AMI)	0	0	
Families with children	960	73%	
Elderly families	355	27%	
Families with Disabilities	268	20%	
Hispanic	235	18%	
Asian	1	.07%	
Black	1	.07%	
Native American	1	.07%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available

☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

Need: Specific Family Types: Terminally ill.

Strategy 1: Target available assistance to families with terminally ill family members:

- ☒ Provide Section 8 admission preference for families with a terminally ill family member.

Need: Specific Family Types: Non-elderly Disabled

Strategy 1: Target available assistance to the non-elderly disabled:

Select all that apply

- ☒ 100 targeted vouchers reserved for non-elderly disabled participants.

Need: Specific Family Types: Homeless Mentally Ill

Strategy 1: Target available assistance to the homeless mentally ill:

Select all that apply

- ☒ 28 targeted vouchers reserved for homeless mentally ill participants.

Need: Specific Family Types: Families in Transition

Strategy 1: Target available assistance to families transitioning back to rental housing:

Select all that apply

- ☒ 18 targeted vouchers reserved for families in transitions.

Need: Specific Family Types: Victims of Domestic Violence

Strategy 1: Target available assistance to victims of domestic violence:

Select all that apply

- ☒ 13 targeted vouchers reserved for women in transition away from domestic violence.

Need: Specific Family Types: Teen Parents

Strategy 1: Target available assistance to teen parents:

Select all that apply

- ☒ 12 targeted vouchers reserved for women in transition away from domestic violence.

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☐ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community

- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$9,700,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Interest	\$2,000	Administration
4. Non-federal sources (list below)		
Total resources	\$9,702,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity

- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

- c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA-resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists

If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity
- ☒ Other (describe below)

Past Landlord Information

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None

- ☐ Federal public housing
- ☒ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?
(select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Up to two 30 day extensions are granted as a reasonable accommodation for persons with disabilities who are unable to locate suitable housing.

(4) Admissions Preferences

a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence

- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Terminally ill

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Terminally ill

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
☒ Other (list below)

Partner agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ The PHA has chosen to serve additional families by lowering the payment standard
- ☒ Reflects market or submarket
- ☒ Other (list below)
Smaller bedroom sizes are above FMR to serve elderly and disabled families on fixed incomes. Larger bedroom sizes are below FMR to serve working families.

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually

☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families

☒ Rent burdens of assisted families

☒ Other (list below)

Number of families the PHA is able to assist.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0

☐ \$1-\$25

☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	600	96
Section 8 Certificates	1260	120
Section 8 Mod Rehab	86	24
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Homeless Mental Health		
Families in Transition	12	
Women in Transition	18	
Teen Parent	13	
	12	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
 - ☐ PHA development management offices
 - ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
 - ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937

(42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status.

PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self Sufficiency</i>	<i>107</i>	<i>Waiting List & Criteria</i>	<i>PHA Main Office</i>	<i>Section 8 Participants</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	107	94 as of 06/30/99

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management
☐ Development-based accounting

- ☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached at Attachment (File name)

☒ Provided below:

- Are there other housing studies in addition to Cascades West Council of Governments survey?
- Why are applicants told it will be a two year wait?
- How are applicants on the waiting list meeting their housing needs?
- What is the dollar amount corresponding to 30% of AMI?
- LBHA needs another Spanish speaking employee.
- What is rent determination and why is it necessary?
- What is a voucher payment standard?
- The Administrative Plan section regarding students living at home is ambiguous.
- A proposed home ownership program should be outlined.
- How are families made aware of the FSS program?
- Why isn't the FSS program operating at full capacity?

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☒ Other: (list below)

Resident Advisory Board comments were in response to previous draft of Agency Plan in narrative format distributed before Agency Plan template was available. No comments were received regarding Agency Plan in the template format.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Oregon
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

I. PURPOSE

The purpose of this plan is to outline the local policies for operation of the Section 8 Certificates and Voucher Programs. The Plan covers local discretionary policies only; it references, but does not repeat, the Section 8 Federal Regulations. It is to be used in conjunction with the regulations, HUD Handbooks and other directives. Should the regulations or other HUD directives conflict with the policies stated in the Plan, the HUD directive will supersede the Plan. Throughout this plan the word Authority means Linn-Benton Housing Authority.

SECTION 8 ADMINISTRATIVE PLAN

It is the intent of the Housing Authority to use this Plan in conjunction with the Linn-Benton Housing Authority Book of Policies and Procedures, which is designed to give details regarding the way Linn-Benton Housing Authority applies policies where we have discretion, and the procedures for implementing those policies. (See Procedures, and HA policies under Glossary).

II. EQUAL HOUSING OPPORTUNITY

The Authority does not discriminate based on race, color, national origin, religion, age, sex, disability or marital or familial status or physical or mental disability, in the administration of any of its housing programs. It is the policy of the Authority to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights act of 1968, Executive Order 11063, Section 3 of the Housing Act of 1968, the Fair Housing Amendments of 1988, Section 504 and the Fair Housing Act, and all rules and regulations issued to enforce these Acts.

The person responsible for insuring compliance with civil rights laws, including Section 504 regulations, is the Executive Director of the Linn-Benton Housing Authority. He/She may be reached at (541) 926-4497.

Whenever administratively and financially feasible, the Housing Authority will provide auxiliary aids to individuals with hearing and vision disabilities. The auxiliary aids may include, but are not limited to the following: large print documents, audio recordings, braille documents, flash cards, and the use of readers and interpreters. Primary consideration will be given to individual client preference in determining which auxiliary aid to use. We will provide access to all facilities and services and an equal opportunity to participate to all individuals regardless of their disability.

The Authority offers reasonable accommodation to persons with disabilities in their dealings with the Authority and offers assistance to families who have special needs in obtaining suitable housing. (see Reasonable Accommodation Procedures).

III. WAITING LIST

When the Authority opens its Section 8 waiting list, it will do so by giving public notice. The notice will state that families may apply for Section 8 and will state where and when to apply, as well as any limitations on who may apply. The Notice will either state the period of time that the waiting list will remain open or a two week notice of closure will be given via the same notice media used in announcing the opening of the waiting list. The notice will state a policy of non-discrimination and identify the Section 504 Coordinator. The Notice will be published in the following newspapers:

1. Corvallis Gazette Times
2. Albany Democrat Herald
3. Lebanon Express

The Notice will also be sent to agencies that deal with Families who may be eligible for the Section 8 program. Among the agencies notified will be:

1. Adult and Family Services
2. Senior Services / Disability Services Office
3. Community Outreach

The waiting list may be closed when the Authority determines that the list contains an adequate pool of applicants.

IV. WAITING LIST RANKING AND PRIORITY PLACEMENT FOR ASSISTANCE

Beginning on July 1, 1996, Federal Preferences will no longer be used. Applicants will be taken from the waiting list on a first come first served basis, except that those with a Housing Authority preference will be assisted prior to those

SECTION 8 ADMINISTRATIVE PLAN

who do not have a Housing Authority preference, and those with a priority placement or referral will receive housing assistance before those without a referral. However, 75% of all families receiving assistance shall have income under 30% of the median income for each county.

A. The Housing Authority has three preferences:

1. Those qualifying for priority placement for set aside Certificates and Vouchers when openings occur.
2. Terminally Ill: (a.) A household member who is likely to die within two years in spite of medical treatment.

However to insure equity among all applicants, families with this preference shall be selected at a rate of no more than 3 out of every 10-selection letters sent.

3. All others, except that families with children or a disabled member, or singles who are elderly, disabled, or handicapped shall be offered assistance before any non elderly, non handicapped/disabled single, or any family without children or a disabled member.

B. The Housing Authority has five programs for priority placement using set aside Certificate/Voucher:

1. NON-ELDERLY DISABLED FAMILIES (MAINSTREAM VOUCHERS): a total of 100 Vouchers have been received and designated for non-elderly disabled families (a family where head and /or spouse is handicapped or disabled but not elderly). These applicants will be selected from the regular Section 8 waiting list by date and time of application, and shall retain the original Mainstream Voucher the entire time they participate in Section 8, unless the family ceases to be considered a non-elderly, disabled family. In that event, the family would receive a regular Section 8 Voucher, and the Mainstream Voucher will be given to the next disabled, non-elderly family on the waiting list.
2. HOMELESS MENTAL HEALTH (HMH): 28 total Certificates/Vouchers have been designated for chronically mental ill or developmentally disabled families who are homeless or under imminent threat of becoming homeless. To be eligible the household must be under treatment by a mental health agency and must be cooperating with that treatment. The agency making the referral must send a letter stating that the Household is eligible for this priority placement and is cooperating with treatment, and that they request one of the set aside Certificates/Vouchers be used for the family.
3. FAMILIES IN TRANSITIONAL HOUSING PROGRAMS: 18 total Certificates/Vouchers have been designated for families who are participating in or who have successfully completed participation in a recognized community based transitional housing program. Families given this priority must be cooperating fully with the transitional housing program. Program administrators will submit a letter requesting that a set aside Certificate/Voucher be given to the family and acknowledging that the family is eligible and is cooperating with the program.
4. WOMEN IN TRANSITION PROGRAM (WIT): 13 total Certificates/Vouchers have been designated for women who are in crisis and are participating in a transitional housing program through Community Outreach and CARDVA. Women given this priority must be cooperating fully with the transitional housing program. Program administrators will submit a letter requesting that a set aside Certificates/Vouchers be given to the family and that they are eligible and cooperating with the program.
5. TEEN PARENT PROGRAM: 12 total Certificates/Vouchers have been designated for teens participating in teen parent programs. The "teen" must be under 21, but if under 18, be fully emancipated or have been designated by Adult and Family Services or Services to Families with Children to be administratively capable of living on their own, and must be fully cooperating with a teen parent program within the Task Force. A Teen Parent Task Force member must send a letter requesting a set aside Certificates/Vouchers and indicating the teen parent is eligible and cooperating with the program. A teen under 17 WILL NOT be considered for this program unless there is a threat of physical harm to either the teen or child (children), in which case a special exception may be considered. ALL HOUSEHOLD MEMBERS who participate in this targeted program must be under 21 years of age.

Participants in these programs must meet all other program eligibility requirements. The HA reserves the right to refuse granting any special priority (Section A or B, above) for good cause, such as having previously been a Section 8 participant and having violated a family obligation, or owing the HA money as a result of such participation, or having a history of or by engaging in drug related or criminal activity as outlined in Section XXV of the Administrative Plan. If denied, families will be advised of the reason in writing, and be granted an opportunity for an informal review.

If the client receiving any of the set aside priorities (2→5) has agreed to continue treatment or participation in the referring agency's program after a Certificate/Voucher has been issued, the referring agency may include such cooperation/participation a condition of the lease. If the client refuses to participate/cooperate with that program, after receiving Section 8 assistance and before successfully completing it, it may be considered a lease violation. Per 24 CFR 982.551, violations of the lease may be grounds for termination of Section 8

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assistance. At any time prior to the signing of a Housing Assistance Payments Contract, the referring entity may withdraw the request for targeted assistance for that family.

After being placed for housing assistance in a priority program (2→5), a family will continue to receive a designation as participating in a priority program until their name would have normally come to the top of the waiting list. At that time they will no longer be considered to be using a priority Certificate or Voucher and the priority Certificate or Voucher will become available for another family participating in that particular program to use.

V. SELECTION

When the HA anticipates having funds to assist more families, or a normal turnover of Certificates or Vouchers occurs, it will send top-of-the list letters to applicants from the waiting list by date and time of application, taking into consideration the preferences described above. (See Application/Intake Procedures)

VI. REMOVAL FROM THE LIST

If an applicant fails to respond to a top-of-list notice within the time specified in the letter, their name will be removed from the list and placed in an inactive file. Applicants who turn down both forms of assistance (Certificates and Vouchers) will be removed from the Section 8 waiting list. (See Application/Intake Procedures).

VII. ELIGIBILITY

In order to be eligible to be issued a Certificate or Voucher the applicant must:

1. meet the definition of family (see 24 CFR 982.210 and the definitions in Section XXV).
2. be income eligible in accordance with 24 CFR 982.201.
3. Provide documentation as required by 24 CFR 812.6 and 882.118.
4. Must fulfill all required family obligations as required by 24 CFR 982.551, and outlined in the Family Obligation Supplement.

VIII. ISSUING CERTIFICATES/VOUCHERS AND OVER FAIR MARKET RENT CERTIFICATES (OFTO'S)

Appointment letters will be sent to applicants pulled from the waiting list for a briefing and will advise the applicant what information to bring to the briefing. Applicants must attend a briefing in order to be issued a Certificate/Voucher. Briefings give applicants information on how the program works. Topics covered are listed in 24 CFR 982.301. If an applicant is unable to attend a briefing, they will be scheduled for another briefing. Failure to attend this second scheduled briefing without prior notice will result in the family being placed on the inactive list. The family will lose its place on the active waiting list permanently and will have to reapply for assistance if they do not respond to a "Top of the List Letter" or fail to attend scheduled briefings.

During the briefing, individuals will be issued a Certificate or Voucher. (For size of Certificate or Voucher to be issued see Section XV, Subsidy Standards.) If a Certificate is offered and the family wishes a Voucher, a Voucher will be issued if one is available; if not, the family will be placed back on the waiting list and flagged "Voucher only". If a Voucher is offered and a Certificate is desired, but not available, the applicant's name will be placed back on the list and flagged "Certificate only". When Top-of-List names are next pulled from the list, the Authority will check to see if the desired form of assistance is available; if it is, it will be offered. If it is not, the family's name will remain on the list

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until top-of-list names are pulled again. If a family adds an adult member after issuance of a Certificate/Voucher but before lease-up they will be required to fill out a new Family Information Update and the adult (child) requesting to be added to the household will have to go through all normal application/eligibility procedures. Issuance of a Certificate or Voucher, or approval of a RFLA, will be delayed until the family has again completed certification.

The following will be verified prior to issuing a Certificate or Voucher: claim status, prior criminal record, family composition, income and assets. Families will be required to provide certification on Social Security numbers and citizenship status in accordance with 24 CFR 812.6 and 882.118 as well as true and complete information as may be requested by the HA and is required in 24 CFR 982.551.

If during this process the applicant is determined not eligible, they will be advised (in writing) of this determination. Applicants may request a review of the denial in accordance with the informal review process described in Section XVIII. (see Ineligibility procedures).

OVER FAIR MARKET RENT TENANCY: For Over-FMR Tenancy, the payment standard for the unit size is the FMR in effect at the time of completion of the HAP Contract. Issuance of OFTO's will be approved with a written request on a first-come, first-served basis, families with disabled members having preference over families with non-disabled members, until the maximum of 10% of the total allocation of Certificates is reached.

IX. CERTIFICATES/ VOUCHER EXTENSIONS AND SUSPENSIONS

Each Voucher and Certificate is issued for an initial 60-day term. Extensions to the term may be granted for up to an additional 60 days. A Certificate/Voucher holder wishing an extension must make their request in writing before the expiration date of their Certificate/Voucher. Extensions are granted in cases where the family has made a good faith effort to locate an approvable unit. Such efforts can be documented by regular inquiries made to obtain our referral list and the submission of the Request for Lease Approval.

Suspensions: When a Request for Lease Approval is submitted the HA will suspend the time elapsing on the Certificate or Voucher for up to 30 days total, i.e., the time on the Certificate or Voucher will be extended for a maximum of 30 days for any one, or any combination of Request for Lease Approvals submitted.

X. OCCUPANCY POLICY

The effective date of lease addendum and Housing Assistance Payments Contract is the date the unit passes HQS inspection unless a later date is agreed to by all parties.

A Certificate/Voucher family's income is reexamined at least once every 12 months. If the effective date of the lease is a day other than the first of the month, the anniversary month will be the first day of the following month. Families are required to report, in writing (within 10 days of the date of the change), all changes in income, assets and family composition. Before allowing anyone other than those people listed on the HAP Contract to move in to the assisted unit, the family must secure permission from the HA and the Landlord for that person to reside in the unit. All rent reduction requests must be received and verified by the 25th of the month in order to be effective on the first of the following month. Interim Re-exams will be completed in accordance with our Interim Re-Exam Procedure. FSS Families may request a rent increase be completed in order to increase their FSS escrow account. Requests of this nature must also be reported and verified before the 25th of the month. The Authority will conduct determinations of eligibility for all additions to the household prior to giving approval to the addition. (See procedures: Re-Exams, Interims, and Addition to the Household).

XI. ENCOURAGE PARTICIPATION OF OWNERS OUTSIDE AREAS OF LOW INCOME AND MINORITY CONCENTRATION.

At least annually, Authority staff will meet with community wide individual owners and property managers to explain the Certificates and Voucher programs and any changes that may have occurred since the last meeting. The Housing

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Authority will encourage active communication between landlords and the Housing Authority. If the Authority becomes aware that a particular area within its jurisdiction is not available to Certificates and Voucher participants because owners of rental units in that area are unwilling to participate, special effort will be taken to "market" the program to owners of rental property in that area.

XII. ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION.

If a family claims they are being, or have been discriminated against because of their protected class status, the Authority will provide them with a Fair Housing pamphlet and a discrimination complaint form HUD-903 or HUD-903A. If the family needs help filling the form out, Authority staff will assist them. Further, the Authority will give them the name, address and phone number of the FHEO office to whom such complaints should be forwarded. At their initial briefing, each family is given a Fair Housing pamphlet and the above complaint form.

XIII. PROVIDING INFORMATION REGARDING FAMILIES TO PROSPECTIVE OWNERS.

When a family turns in its Request for Lease Approval, Authority staff will contact the owner of the selected unit. We will schedule an inspection and answer any questions about the program, confirm rent, utilities, etc.

In addition, the Housing Authority will provide the owner with any of the following information that is in the Authority's possession:

PROVIDED ON THE REQUEST FOR LEASE APPROVAL:

- the family's current address;
- name, address and phone number of family's current and previous landlord (if known);

PROVIDED WITH A CALL OF INQUIRY FROM THE LANDLORD AFTER THE REQUEST FOR LEASE APPROVAL IS RECEIVED:

- information about any previous outstanding damage claims paid on behalf of the family; and
- Information in the tenant file concerning police reports at their unit, court actions involving restraining orders or FEDs.
- information about housekeeping or other special inspections conducted and/or maintenance charges assessed families who were prior tenants in an Authority managed unit as it pertained to that unit only, in response to a Landlord inquiry.

XIV. DISAPPROVAL OF OWNERS

The Authority will not approve a unit if the owner of the unit is on the Authority's Disapproved Owner List. Owners are disapproved in cases where HUD regulations at 24 CFR 902.306 (a) and (b) mandate disapproval. Further, the Authority will disapprove an owner for one year or such longer time as may be deemed appropriate considering the seriousness of the owner action:

- who has violated obligations under a Housing Assistance Payments Contract with the Housing Authority;
- who has committed fraud, bribery or any other corrupt or criminal act in conjunction with any federal housing program;

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- has engaged in drug trafficking; or manufacture of a controlled substance;
- has a history of non compliance with HQS for units leased under the Authority's Certificate/Voucher or moderate rehabilitation programs;
- has a history of renting units that fail to meet local housing codes; or
- has a history of non-payment of real estate taxes.

Before an owner's name is placed on the Disapproved Owner list, they are so informed in writing. The notice will state the reasons the owner's name is being placed on the list and the length of time the owner's name will remain on the list. Owners who have been disapproved may request, in writing, a review of the determination. The Executive Director or the person he or she designates will conduct the review. The Disapproved Owner list is posted in the Authority's lobby.

XV. SUBSIDY STANDARDS

It is the policy of the Authority that each tenant family be required to pay a minimum Total Tenant Payment of \$50 per month. A family (that falls within the Minimum TTP category) that would otherwise be evicted for non-payment of rent shall be considered for a hardship exception to the minimum TTP. The family must request the exception in writing, stating the reason for the request.

Things to be considered when granting a hardship exception:

- A. When it can be determined that the family has had no income in which to pay the rent.
- B. There were extreme medical expenses which, when verified, left the family with no money in which to pay the rent.
- C. The family, through circumstances beyond their control, are without money to pay the rent

The HA will take into consideration all such factors when making the decision, and the family will have a right for an informal hearing if they disagree (following the usual procedure for requesting a hearing in Section XVIII of this document).

The Certificate or Voucher size issued is based on smallest number of bedrooms (assuming a maximum of two persons per bedroom) that is consistent with the following constraints:

- ◆ persons of the opposite sex (other than children under the age of six or persons in a spousal type relationship) will not be required to share a bedroom.
- ◆ persons under the age of 18 will not be required to share a bedroom with an adult.
- ◆ Two disabled/elderly persons who qualify for the program independently, and live together for mutual support, will be considered a family, and will be allowed a two-bedroom subsidy, (not including a bedroom for a live-in-aide, if needed).
- ◆ Live in aides will not be required to share a bedroom with a member of the tenant family. The HA will decline to approve a particular person as a live-in-aide for a person with disabilities, or will withdraw approval if the proposed live-in-aide:

- 1) commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program,

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- 2) commits drug-related criminal activity or criminal activity as outlined in Section XXV of the Admin Plan.
- 3) currently owes rent or other amounts to the HA or to another HA in connection with Section 8 or public housing assistance under the 1937 Housing Act.
- 4) Has been terminated previously from the Section 8 Program due to program non-compliance.

Eligibility checks will be completed (and documented in the file) for all prospective live-in-aides and they must meet the same eligibility criteria as a program applicant or participant.

For the purpose of determining bedroom size and childcare deductions, a dependent must be present in the household for a minimum of 183 days per year (or 51% of the time). A full time college student who lives away from home for the purpose of going to school, but lives at home during holidays and the summer will be exempt from this requirement.

A person who is in the assisted unit more than 183 days per year (or 51% of the time), will be considered living at the unit and a member of the family. An interim change adding them to the household (providing they meet program eligibility requirements) will be completed. If denied eligibility, they will be required to move from the unit.

XVI. VOUCHER PAYMENT STANDARD AND AFFORDABILITY ADJUSTMENT

The Voucher Payment Standard will be reviewed annually in conjunction with the publishing of new FMRs. The payment standard will be set at an amount that will allow the Authority to best meet housing needs in the community. The payment standard will be between 90% and 110% of the FMR. Each time the FMR changes, the Housing Authority will analyze whether or not the Voucher standard is sufficient for families to locate units in the community.

XVII. HQS EXCEPTION

The Authority uses the regulatory Housing Quality Standards (HQS) as described in 24 CFR 982.401. The Authority also has the following local HQS requirement(s):

- A well test within the last 24 months showing the absence of coliform, E. coli is required for all assisted dwellings that use a well as the domestic water source.

XVIII. INFORMAL REVIEWS AND HEARINGS

Action(s) taken by the Authority that require(s) the option of a hearing (or review), including 504 Grievances, notification will be made in writing, will cite the action and the reason for the action, will clearly state that there is a right to a hearing (or review) and will state that there are 10 days from the date of the letter in which to request a hearing (or review). The request (for an informal hearing or review) must be in writing.

The results of the hearing (or review) will be communicated to the participant or applicant promptly and in writing (within 10 working days). No final action will be taken until the results are mailed.

XIX. LENGTH OF ABSENCE FROM THE UNIT

Families who are absent from the unit must notify the Authority in writing within 10 working days of the beginning of their absence. Subsidy may continue on the unit up to 182 days except in the case of voluntary absences. Upon receipt of the notice from the family the Housing Authority will determine the type of absence from the unit.

Absences from the assisted unit fit into one of two categories:

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1. Voluntary Absence: absence in which the family has some control. They include things such as trips, vacations, employment outside the area, etc. When absences by all adult members of the household exceed 60 consecutive days, it will no longer be considered their principal place of residence. If adults are absent more than 182 non-consecutive days in a 12-month period, it will no longer be considered the principal place of residence, and assistance will be terminated. For the purpose of this section incarceration in a correctional facility or penal institution shall be considered a voluntary absence.

The HA need not wait to terminate assistance to families who are voluntarily absent if it can be reasonably determined that such absences will exceed 60 consecutive days or cause the family to be absent more than 182 days out of a 12 month period.

2. Involuntary Absence: those absences, in which the family has little, if any, control. These may include such things as hospitalization, nursing home care, programs requiring in-patient treatment, etc. Absences should not exceed 120 consecutive days or 182 non-consecutive days in any 12-month period. As much as possible the HA will try to work with families facing involuntary absences, and may permit absences beyond 120 consecutive days if there is a reasonable expectation that they will be able to return within a reasonable period of time.

IN ALL CASES:

Any request for an extension of time must be in writing and must be submitted at least 10 working days before the end of the period of absence approved. Extensions will not be granted for periods of incarceration, but will be granted for participation in drug treatment programs or in-patient mental health facilities. In no case can an absence exceed 180 days.

XX. SUBSIDY IN CASES OF FAMILY BREAKUP

In cases where an assisted family breaks up, the eligible adult members in descending order as follows will retain assistance:

The adult:

1. who the entire family designates;
2. who is designated by a court, if applicable;
3. who has the largest number of minor children and /or elderly and/or disabled members with them;
4. who is forced to move due to actual or threatened physical violence by another member in the household;
5. who remains in the assisted unit.

XXI. SPECIAL HOUSING TYPES

The Authority recognizes only Independent Group Residences, Congregate Care Facilities, Shared housing, and mobile home space pad rent as special housing types.

XXII. AMOUNTS OWED THE AUTHORITY BY PARTICIPANTS

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The Authority will honor any agreements entered into under previous rules of the Section 8 program. Repayment agreements will continue to be offered to participants and terms of the agreements will be strictly enforced. During the course of their participation in the Housing Assistance programs, a participant shall only be allowed one payback agreement. After the initial payback agreement is executed, all other monies owed are due and payable immediately upon discovery.

If an applicant owes any Housing Authority for amounts owed as a previous Section 8 participant, a Public Housing tenant, or participation under another housing program funded under the Housing Act of 1937 (the 1937 Act), the Authority will NOT place the applicant's name on the waiting list. The applicant will be sent a letter stating that they are ineligible to apply until the amounts owed to LBHA or any other HA is paid in full. At such time as the amount owed is PAID IN FULL, their application will be accepted. The one exception to this is when a participant was terminated from the program for a breach (or breaches) of Family Obligations. In that case, upon full payment of any amounts owed to the HA, their sanction waiting period will begin.

If a participant owes any Housing Authority for amounts owed as a Section 8 participant, a Public Housing tenant, or a participant under another 1937 Act assisted housing program, the Authority will not issue a new Certificate, approve a lease, or enter into a new Housing Assistance Payments Contract for the participant until the full amount has been paid, or the participant has entered into a repayment agreement and is in good standing.

XXIII. PORTABILITY/MOVES

The Authority administers portability in accordance with the regulations as outlined in 24 CFR 982.353, 354 and 355. If an applicant is not a resident of the Authority's jurisdiction at the time of application, the family is not eligible to use portability for 12 months from the time the applicant was first admitted to the program. (See Portability Procedures).

No family may move more than once in any 12-month period outside our jurisdiction.

XXIV. FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

The Authority policies for administration of the FSS Program are contained in the Authority's FSS Action Plan. If the Action Plan does not address an area, such as hearings for termination from the program, the policies of the Administrative Plan prevails.

XXV. INELIGIBILITY AS A RESULT OF PROGRAM ABUSE OR CRIMINAL ACTIVITY

A. Applicants who have been declared ineligible because of fraud, bribery, or any other criminal act in connection with the program as outlined in the Family Obligations Supplement, will not be eligible to reapply for a period of five (5) years from the date they were declared ineligible.

B. Participants who have been terminated from program participation because of fraud, bribery, or any other criminal act in connection with the program as outline in the Family Obligations Supplement, will not be eligible to reapply for housing assistance for a period of five (5) years from the effective date of termination.

C. Applicants who engage in any form of serious criminal activity, including illegal drugs, violent crimes, property crimes, felonies, theft of more than \$1000, Burglary, Harassment or Menacing, crimes against another government /public agency (such as unlawfully obtaining public assistance, etc.) or repeated criminal activity, will be ineligible to apply for housing assistance for a period of five (5) years from the date of the last commission of said activity. Applicants convicted of possession of a controlled substance for personal use only, are ineligible for 12 months from the date of conviction upon a showing of completion of a drug treatment program and six months of verified sobriety.

D. Participants who are terminated because of engaging in any form of serious criminal activity, including illegal drugs, violent crimes, property crimes, felonies, theft of more than \$1000, Burglary, Harassment or Menacing, crimes against

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another government /public agency (such as unlawfully obtaining public assistance, etc., or repeated criminal activity, while a program participant, will be ineligible to apply for housing assistance for a period of five (5) years from the date of the termination of their assistance.

E. Applicants or Participants who are either declared ineligible or are terminated from program participation for a violation of any Family Obligation, (other than previously described above) as described in the Family Obligation Supplement, and defined in 24 CFR 982.551, or because of program abuse as outlined in Section XXV of the Administrative Plan, shall be ineligible to reapply for housing assistance for a period of two (2) years from the date of the determination of ineligibility or the effective date of termination from the program.

F. Applicants who have been evicted from public housing, or have been terminated from program participation because the HA has determined that:

- a. there is reasonable cause to believe that the person abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
- b. There is reasonable cause to believe that the person's PATTERN OF ILLEGAL USE OF A CONTROLLED SUBSTANCE OR A PATTERN OF ABUSE OF ALCOHOL that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents
- c. There is evidence that there has been a PATTERN OF ILLEGAL USE OF A CONTROLLED SUBSTANCE OR A PATTERN OF ABUSE OF ALCOHOL that interferes the health and safety of the public at large (including property), including, but not limited to, repeated DUI's, or repeated arrests that involve such patterns of abuse.

(Such Persons) ARE INELIGIBLE FOR ADMISSION TO SECTION 8 PROGRAMS (or any other type of housing program) FOR A PERIOD OF 3 YEARS FOR ALCOHOL ABUSE AND 5 YEARS FOR ABUSE OF A CONTROLLED SUBSTANCE.

G. Participants Section 8 Assistance WILL BE TERMINATED (according to procedures) for any family who has a member for which the HA has determined:

- a. there is reasonable cause to believe that the person abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- b. There is reasonable cause to believe that the person's PATTERN OF ILLEGAL USE OF A CONTROLLED SUBSTANCE OR A PATTERN OF ABUSE OF ALCOHOL that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- c. There is evidence that there has been a PATTERN OF ILLEGAL USE OF A CONTROLLED SUBSTANCE OR A PATTERN OF ABUSE OF ALCOHOL that interferes the health and safety of the public at large (including property), including, but not limited to, repeated DUI's, or repeated arrests that involve such patterns of abuse.

H. PERMANENT INELIGIBILITY: Applicants who have been terminated from housing assistance twice for a violation of any Family Obligation or for Program Abuse as outlined in Section XXV of the Administrative Plan shall be PERMANENTLY ineligible to reapply for housing assistance.

XXVI. DEFINITIONS

See 24 CFR 812, 813, and 982.4 for additional definitions.

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ALCOHOL ABUSE -alcohol consumption is such that it interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents or there is a **PATTERN OF ABUSE OF ALCOHOL** that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Or evidence that there has been **A PATTERN OF ABUSE OF ALCOHOL** that interferes the health and safety of the public at large (including property), including, but not limited to, repeated DUI's, or repeated arrests that involve such patterns of abuse.

ADULT - a person who is at least 18 years of age, or a person under 18 years who is receiving public assistance as head of household or has been emancipated under state law.

CONTINUOUSLY ASSISTED - An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under the 1937 Housing Act Program when the family is admitted to the Certificates or Voucher Program (24 CFR 982.4)

CRIMINAL ACTIVITY - violent crimes, property crimes, felonies, theft of more than \$1000, Burglary, Harassment or Menacing, crimes against another government /public agency (such as unlawfully obtaining public assistance, etc.) or repeated criminal activity.

DRUG RELATED CRIMINAL ACTIVITY -the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute or use a controlled substance.

FAMILY - two or more persons living together, usually related by blood or marriage, and sharing resources. See also 24 CFR 982.201 (F). "Roommates" or people living together solely for economic reasons, or boarders or lodgers, shall not be considered a family.

Two disabled/elderly persons who qualify for the program independently, and live together for mutual support, will be considered a family, and will be allowed a two bedroom subsidy, (not including a live-in-aide, if needed).

FRAUD -1 a). deceit; trickery; cheating; b). intentional deception to cause a person to give up property or some lawful right; 2) something said or done to deceive; trick; artifice; We consider failure to promptly report (in writing in 10 days) changes in income or household composition to be fraudulent, as we do deliberately providing incomplete, inaccurate, or deceptive information to the HA staff, or signing forms or certifications that are known to be inaccurate or incomplete. Intent will be determined by the preponderance of evidence.